



Missouri Public Service Commission Plan & QC Manual Approval Checklist

Please note that plan approvals will not be processed unless the Manufacturer has a current Certificate of Manufacturer Registration on file with the Missouri Public Service Commission.

Registration Number		Current Registration Date
Fees New Plan Approvals - \$75 per model Plan Revisions - No Fee Plan Renewals - \$75 per model Quality Control Manual Approval - \$75	Mailing Address Manufactured Housing & Modular Units Program P.O. Box 360 Jefferson City, MO 65102	How to Reach Us Phone: 800-819-3180 Fax: 573-522-2509 E-mail: manhouse@psc.state.mo.us Web Page: www.psc.state.mo.us

New Plan Approvals - Plans are approved for a period of one year and **must be renewed each year** until production of the models has ceased.

- ☐ Plan Approval Form
- ☐ Letter from the Third Party Inspection Agency - The letter must list the models and indicate that the models have been approved for the codes of the State of Missouri.
- ☐ One set of stamped plans - Each page of plans must be stamped by the Third Party Inspection Agency.
- ☐ Check or money order for the appropriate fee amount.

Revisions

- ☐ Plan Approval Form
- ☐ Copy of the plan approval form stamped with the State of Missouri PSC Stamp from the prior approval.
- ☐ Letter from the Third Party Inspection Agency - The letter must list the models and indicate that the models have been approved for the codes of the State of Missouri.
- ☐ One set of stamped plan revisions - Each page of the plan revision must be stamped by the Third Party Inspection Agency.

Plan Renewals - Choose Option 1 or Option 2

Plans will be approved for a period of one year and **must be renewed each year** until production of those models has ceased.

Option 1

- ☐ Plan Approval Form
- ☐ Letter from the Third Party Inspection Agency - The letter must list the models and indicate that the models have been approved for the codes of the State of Missouri.
- ☐ One set of stamped plans - Each page of plans must be stamped by the Third Party Inspection Agency.
- ☐ Check or money order for the appropriate fee amount.

Option 2

- ☐ Copy of the plan approval form stamped with the State of Missouri PSC Stamp from the prior approval.
- ☐ New Plan Approval Form
- ☐ New Letter from the Third Party Inspection Agency - The letter must list the models and indicate that the models have been approved for the codes of the State of Missouri.
- ☐ Check or money order for the appropriate fee amount.

Quality Control Manual (QC Manual)

The QC Manual will be approved for a period of one year.

Approval of the QC Manual should coincide with the Manufacturer Certificate of Registration Application process.

- ☐ Plan Approval Form
- ☐ Letter from the Third Party Inspection Agency - The letter must list the models and indicate that the QC Manual has been approved for the codes of the State of Missouri.
- ☐ One stamped copy of the QC Manual - Each page of the QC Manual must be stamped by the Third Party Inspection Agency.
- ☐ Check or money order for the appropriate fee amount

Quality Control Renewals - Choose Option 1 or Option 2

Plans will be approved for a period of one year and **must be renewed each year** until production of those models has ceased.

Option 1

- ☐ Plan Approval Form
- ☐ Letter from the Third Party Inspection Agency - The letter must list the models and indicate that the QC Manual has been approved for the codes of the State of Missouri.
- ☐ One stamped copy of the QC Manual - Each page of the QC Manual must be stamped by the Third Party Inspection Agency.)
- ☐ Check or money order for the appropriate fee amount

Option 2

- ☐ Copy of the plan approval form stamped with the State of Missouri PSC Stamp from the prior approval.
- ☐ New Plan Approval Form
- ☐ New Letter from the Third Party Inspection Agency - The letter must list the models and indicate that the QC Manual has been approved for the codes of the State of Missouri.
- ☐ Check or money order for the appropriate fee amount.